

ABSTRACT

[0073] A digitization process and system which is initiated with the pickup and transport of documents to a scanning facility. Following pickup and transport, a number of additional steps are performed toward the goal of digitizing all documents without the loss of any documents and with assurance that all documents are properly catalogued, tracked and scanned. Various aspects of the process are designed to provide the highest possible assurance of document integrity. Further, the system and process herein disclosed assures proper merging of documents which may be scanned in parallel and via multiple scanning stations. In this way it is also possible to track, organize and scan documents associated with multiple projects in parallel and at one or more scanning stations.